

## HOSTED BY

EEOC's Los Angeles, New York,  
and Philadelphia District Offices,  
Washington Field Office, Office  
of Federal Operations and Office  
of Field Programs

2006 **CONFERENCE**

# EXCEL



**EXAMINING CONFLICTS IN EMPLOYMENT LAWS**

**MONDAY, JULY 24 – THURSDAY, JULY 27, 2006**

**CAESARS PALACE, LAS VEGAS, NV**

### **WHO SHOULD ATTEND**

EEO managers, supervisors, and specialists; attorneys, and human resource professionals



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

Last year's conference was a huge success. We encourage you to register as soon as possible.

Discount registration fees expire on June 23, 2006.

## PAYMENT

Please take advantage of our convenient on-line registration system which provides an immediate confirmation email. Most major credit cards are accepted.

Payment by federal agency purchase order can only be accepted when you provide a copy of your purchase order (or your SF 182 or DD 1556 training form), your purchase order number, your agency's 9 digit Tax Identification #, and your agency's 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm you for this conference. The mailing address for purchase orders and checks is:

EEOC Training Institute  
PO Box 83933  
Gaithersburg, MD 20883-3933

## CONFIRMATION

Registrants will receive confirmation upon receipt of complete application information and fee. Space is limited, so register early. Late registration will be accepted on a space available basis.

## CANCELLATION/NO-SHOW POLICY

Cancellations received in writing by July 7th are eligible for a refund less a \$35 processing fee. Cancellations received after July 7th or No Shows are not eligible for a refund. Substitutions may be made at any time prior to the beginning of the conference by sending an email request to [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov).

## OTHER INFORMATION

Participants who wish to extend their hotel stay beyond the conference dates (July 24-July 27, 2006) should contact the Caesar's Palace directly.

In order to be assured of your workshop preferences, please make your selections when you submit your registration.

**EEOC TAX IDENTIFICATION NUMBER**  
52-0812909

## Sunday, July 23, 2006

2:00 – 6:00 PM Registration

## Monday, July 24, 2006

7:00 – 8:30 AM Registration

7:00 – 8:30 AM Breakfast

8:45 – 9:00 AM Opening Remarks

9:00 – 10:00 AM EEOC Vice Chair's Presentation

10:00 – 10:30 AM Break

10:30 – 11:15 AM Town Hall and Update from EEOC Headquarters

11:15 – 12:00 Noon Employment Discrimination and Diversity

12:00 – 1:30 PM Lunch with Keynote Speaker

1:30 – 3:00 PM **Workshop Session 1** (\* denotes sessions repeated in Session 2)

A MD-715: Effective Barrier Analysis\*

B Basic, Basic (and we MEAN basic) Theories of Discrimination\*

C Skills Building for EEO Counselors Part I

D Human Side of Leadership

E Leading Practices: Contract Investigations\*

F Emerging Issues: Gender and Employment

G Discovery Practice\*

H Understanding and Dealing with Individuals with Psychiatric Disabilities

I Complying with EEOC Orders

3:00 – 3:30 PM Break

3:30 – 5:00 PM **Workshop Session 2**

A MD-715: Effective Barrier Analysis

B Basic, Basic (and we MEAN basic) Theories of Discrimination

C Skills Building for EEO Counselors Part II

D Ethics for Attorneys (CLE Credits) – this session ends at 5:30 PM

E Leading Practices: Contract Investigations

F Strategies for Increasing Representation of Individuals with Targeted Disabilities

G Discovery Practice

H Issues Regarding Medical Exams/Inquiries, Safety and Direct Threat

## Tuesday, July 25, 2006

7:00 – 8:30 AM Breakfast

8:30 – 9:15AM ADA Case Updates

9:15 – 10:00 AM EEO Case Updates

10:00 – 10:30 AM Break

10:30 – 11:15 AM Guest Speaker

11:15 – 12:00 Noon Conducting Interest-Based Performance Discussions

12:00 – 1:30 PM Lunch with Keynote Speaker

1:30 – 3:00 PM **Workshop Session 3** (\* denotes sessions repeated in Session 4)

A Dialogue with EEOC Commissioners

B Skills Building for EEO Investigators Part I

C Decision Without a Hearing

D MD 715: Trend Analysis (Effective Use of Data)\*

E Q & A on Federal Sector Case Updates

F Supervisors' Session: Managing Difficult Employees

G Emerging Issues: Race and Employment

H ADR Updates\*

I Federal Sector Class Complaint Process

3:00 – 3:30 PM Break

3:30 – 5:00 PM	<b>Workshop Session 4</b>
	A EEO Cases Remedies: Back pay to Compensatory Damages
	B Skills Building for EEO Investigators Part II
	C Decision Without A Hearing
	D MD 715: Trend Analysis (Effective Use of Data)
	E Q & A on ADA Updates
	F Supervisors' Session: Managing Difficult Employees*
	G Strategies for Increasing Representation of Hispanics in the Federal Government
	H ADR Updates
	J Negotiation Styles and Tactics

### Wednesday, July 26, 2006

7:00 – 8:30 AM	Breakfast
8:30 – 10:00 AM	<b>Workshop Session 5</b> (* denotes sessions repeated in Session 6)
	A Testing Your Unconscious Biases
	B MD-715: Leading Practices*
	C EEO Case Study Part I (Journey Through the Federal Sector EEO Process)
	D Motion Practice: Beyond Summary Judgment*
	E Providing Practical Reasonable Accommodations*
	F MSPB Hot Topics*
	G Sufficiency of Investigations*
	H Settlement Techniques
	I Generational Diversity (Strategies for Managing the Multi-Generational Workforce)*
	J Ethical Considerations in Mediation
10:00 – 10:30 AM	Break
10:30 – 12:00 Noon	<b>Workshop Session 6</b>
	A EEO Potpourri (Mixed Bag of Novel EEO Issues)
	B MD-715: Leading Practices*
	C EEO Case Study Part II (Journey Through the Federal Sector EEO Process)
	D Motion Practice: Beyond Summary Judgment
	E Providing Practical Reasonable Accommodations
	F MSPB Hot Topics
	G Sufficiency of Investigations
	H Intersectional Bases
	I Generational Diversity (Strategies for Managing the Multi-Generational Workforce)
12:00 - 1:30 PM	Lunch
1:30 – 3:00 PM	<b>Workshop Session 7</b> (* denotes sessions repeated in Session 8)
	A EEO Managers' Forum
	B Emerging Issues with Electronics & EEO*
	C Analyzing Regarded as/Record of Disability Claims*
	D Investigating Allegations of Harassment
	E Examination of Witnesses*
	F Hot Issues: Procedural Dismissals*
	G Effective Strategic Planning for EEO Professionals - Part I
	H Understanding and Framing the Claim: Including Amendment and Consolidation of Issues*
	I Detecting Deception
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	<b>Workshop Session 8</b>
	A Union Participation in Federal Sector EEO Process
	B Emerging Issues with Electronics & EEO
	C Analyzing Regarded as/Record of Disability Claims
	D AJ/OFO Forum – Open Discussion
	E Examination of Witnesses
	F Hot Issues: Procedural Dismissals
	G Effective Strategic Planning for EEO Professionals - Part II
	H Understanding and Framing the Claim: Including Amendment and Consolidation of Issues
	I Mock Hearing

### Thursday, July 27, 2006

7:00 – 8:30 AM	Continental Breakfast (to be served in the workshop rooms)
8:30 – 12:00 AM	<b>Workshop Session 9</b>
	A Practitioners' Forum: Mock Deposition

# Conference Agenda

continued

## ADVANCED SKILLS TRAINING TRACKS

The 2006 EXCEL Conference is offering two distinct training tracks, the Hearings Preparation Skills Training and Advanced Mediation and Negotiation Skills Training. Both tracks have pre-assigned sessions, and are limited to a small group of participants. Either of these tracks can be requested upon registration, although the Hearings Preparation Skills Training requires special approval.

### Advanced Mediation and Negotiation Skills Training

(Workshop Sessions)

Advanced Employment Mediation and Negotiation Skills is a course presented by mediation and negotiation practitioners. The advanced course will focus on the intersection of the mediation and negotiation processes. The course is designed to make mediation participants more effective negotiators. Attendees will have an opportunity to participate in several self-assessment exercises as well as learn about the more complex aspects of negotiation practices. Attorneys, Human Resources Managers, EEO Staff, and Mediators would greatly benefit from this specialized track. An additional fee of \$70 will be charged for this track.

#### Monday, July 24, 2006

1:30 – 3:00 PM	1J Dealing with Conflict
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	2J Pre-Negotiation Preparation and Practices

#### Tuesday, July 25, 2006

1:30 – 3:00 PM	3J Why Can't all Cases Settle?
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	4J Negotiation Styles and Tactics

#### Wednesday, July 26, 2006

8:30 – 10:00 AM	5J Ethical Considerations in Mediation
10:00 – 10:30 AM	Break
10:30 – 12:00 Noon	6J Overcoming Subtle Bias during the Negotiation Process
12:00 - 1:30 PM	Lunch
1:30 – 3:00 PM	7J Interest-Based and Nontraditional Group Problem Solving
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	8J Mock Negotiations

#### Thursday, July 27, 2006

8:30 – 12:00 Noon	9B Closing the Deal, Facilitated Open Discussion on Advanced Mediation Techniques that Work, Sometimes?
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### Hearings Preparation Skills Training

(Workshop Sessions)

The Hearings Preparation Course provides an opportunity to participate as a member of a legal team representing either the Complainant or Agency. Your team will be coached by an experienced agency representative and a plaintiff attorney as you navigate through the complaints adjudication process in preparation for a hearing. This course is designed for attorneys, representatives at EEOC Hearings, and human resource and union officials who have a basic understanding and knowledge of EEO principles, EEOC MD-110, 29 C.F.R. Part 1614 and 1630, but who desire more practical suggestions, techniques, and insights from the trainers in various aspects of the complaints process. Upon acceptance, an additional fee of \$100 is charged for this track.

#### Monday, July 24, 2006

8:00 – 8:30 AM	Hearing Preparation Breakfast Meeting
1:30 – 3:00 PM	1G Discovery Practice
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	2I Hearings Prep I

#### Tuesday, July 25, 2006

1:30 – 3:00 PM	3C Decision Without a Hearing
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	4I Hearings Prep II

#### Wednesday, July 26, 2006

8:30 – 10:00 AM	5H Settlement Techniques
10:00 – 10:30 AM	Break
10:30 – 12:00 Noon	6 Open Session
12:00 - 1:30 PM	Lunch
1:30 – 3:00 PM	7E Examination of Witnesses
3:00 – 3:30 PM	Break
3:30 – 5:00 PM	8I Mock Hearing

# Course Descriptions

## EXAMINING CONFLICTS IN EMPLOYMENT LAWS

### GENERAL SESSIONS

#### ADR Updates (Session 4H)

#### AJ/OFO Forum – Open Discussion (Session 8D)

In this forum, Administrative Judges and OFO appellate attorneys will be available to answer your questions about EEOC's hearing and appellate processes.

#### Analyzing Regarded as/Record of Disability Claims (Sessions 7C & 8C)

Analyzing whether one has a "record of" or is "regarded as" having a disability is always tricky. This workshop is designed to take the pain out of that analysis for EEO adjudicators by making this inquiry more accessible. Using recent EEOC and court decisions, this workshop will also provide practical advice for helping managers and supervisors avoid inadvertently regarding someone as an individual with a disability.

#### Basic, Basic (and we MEAN basic) Theories of Discrimination (Sessions 1B & 2B)

#### Complying with EEOC Orders (Session 1I)

#### Decision Without a Hearing (Sessions 3C & 4C)

Learn the appropriate standards for moving to a decision without a hearing 29 C.F.R. Part 1614. What is the Administrative Judge looking for in a motion? Learn about 15-Day Notices issued by the EEOC on adjudicating this motion. What are the clues the Administrative Judge is sending out in his/her 15-Day notice?

#### Detecting Deception (Session 7I)

#### Dialogue with EEOC Commissioners (Session 3A)

**Discovery Practice** (Sessions 1G & 2G)  
Learn how to examine the appropriate areas needed for discovery and the proper motions to file to obtain documents. Conduct examination of witnesses through discovery depositions and interrogatories.

#### EEO Managers' Forum (Session 7A)

**EEO Cases Remedies: Backpay to Compensatory Damages** (Session 4A)  
What are the appropriate remedies, including back pay, front pay, compensatory damages and attorneys' fees? What evidence is necessary to support claims? Learn how to maximize your awards and minimize your liability.

#### EEO Case Study Part I (Journey Through the Federal Sector EEO Process)

(Session 5C)

An engaging and interactive discussion of a fictional federal employee's complaint of discrimination. These two unique sessions will follow a fact pattern designed to illustrate the proper legal analysis of the most common bases and issues raised in the federal EEO complaints, with tips and explanations from two of EEOC's most seasoned experts.

#### EEO Case Study Part II (Journey Through the Federal Sector EEO Process)

(Session 6C)

This is a continuation of Session 5C

#### EEO Potpourri -Mixed Bag of Novel EEO Issues (Session 6A)

#### Emerging Issues with Electronics & EEO (Sessions 7B & 8B)

#### Examination of Witnesses

(Sessions 7E & 8E)

Learn to prepare your witnesses for an EEOC Hearing. Which witnesses are necessary? How do you move to strike an opponent's witness or entire witness list?

#### Effective Strategic Planning for EEO Professionals - Part I (Session 7G)

#### Effective Strategic Planning for EEO Professionals - Part II (Session 8G)

#### Emerging Issues: Gender and Employment (Session 1F)

#### Emerging Issues: Race and Employment (Session 3G)

#### Ethics for Attorneys (Session 2D)

ends at 5:30 PM  
Given the ubiquitous nature of the Internet in daily legal practice, lawyers cannot ignore the unique ethical issues raised by this technology. Confidentiality, email ethics, competency and zealous representation are only a few of the topics addressed in this two-hour seminar geared to helping attorneys cope with challenging ethical issues in a high tech world. (CLE credit)

#### Ethical Considerations in Mediation (Session 5J)

Ethical considerations during negotiation and mediation. (CLE credit)

#### Federal Sector Class Complaint Process (Session 3I)

This session includes plaintiff, agency and Commission perspectives on the various stages

of Class Complaint process such as counseling and filing a class complaint, certification and litigation of class complaints, agency processing of class and related complaints, and settlement and appeals of class complaints.

#### Generational Diversity -Strategies for Managing the Multi-Generational Workforce (Sessions 5I & 6I)

#### Hot Issues: Procedural Dismissals (Sessions 7F & 8F)

#### Human Side of Leadership (Session 1D)

#### Intersectional Bases (Session 6H)

#### Investigating Allegations of Harassment (Session 7D)

#### Issues Regarding Medical Exams/Inquiries, Safety and Direct Threat (Session 2H)

This workshop, conducted by the head of EEOC's ADA team, will 1) focus on how the ADA and Rehabilitation Act limit an employer's access to medical information about applicants and 2) explore when employers may legitimately ask questions related to disability or require medical examinations to evaluate potential safety risks. Participants will learn how to assess whether a concern about safety actually amounts to a "direct threat" within the meaning of the ADA and Rehabilitation Act.

#### Leading Practices: Contract Investigations (Sessions 1E and 2E)

#### MD-715: Leading Practices (Sessions 5B & 6B)

#### MD-715: Effective Barrier Analysis (Sessions 1A & 2A)

#### MD 715: Trend Analysis – Effective Use of Data (Sessions 3D & 4D)

#### Mock Hearing (Session 8I)

Under simulated conditions, the registered participants in the hearings preparation track will present different aspects of their case at a hearing before an EEOC Administrative Judge.

#### Motions Practice: Beyond Summary Judgment (Sessions 5D & 6D)

#### MSPB Hot Topics (Sessions 5F & 6F)

**Negotiation Styles and Tactics** (Session 4J)  
Should you adjust your negotiation style from negotiation to negotiation? What tactics work and do not work?



# Course Descriptions

continued

**Practitioners' Forum: Mock Deposition**  
(Session 9A)

**Providing Practical Reasonable Accommodations** (Sessions 5E & 6E)

**Q & A on ADA Updates** (Session 4E)

**Q & A on Federal Sector Case Updates**  
(Session 5E)

**Settlement Techniques** (Sessions 5H & 6H)

Learn and discuss the leading practices in settling an EEO complaint from the point of view of the agency, complainant and Administrative Judge. Find out which settlement procedures are used and what works in the various EEOC District Offices.

**Skills Building for EEO Counselors Part I**  
(Session 1C)

**Skills Building for EEO Counselors Part II**  
(Session 2C)

**Skills Building for EEO Investigators Part I**  
(Session 3B)

**Skills Building for EEO Investigators Part II**  
(Session 4B)

**Strategies for Increasing Representation of Hispanics in the Federal Government**  
(Session 4G)

**Strategies for Increasing Representation of Individuals with Targeted Disabilities**  
(Session 2F)

**Sufficiency of Investigations**

(Sessions 5G & 6G)

This workshop includes a discussion about framing a claim.

**Supervisors' Session: Managing Difficult Employees** (Sessions 3F & 4F)

**Testing Your Unconscious Biases**  
(Session 5A)

**Understanding and Dealing with Individuals with Psychiatric Disabilities** (Session 1H)

Psychiatric disabilities present unique challenges to all in the workplace. This workshop, presented by a clinical psychiatrist, will focus on major disorders and their characteristics, and will discuss how to work with mental health professionals, how to manage psychiatric disabilities at work, how to talk with individuals in crisis, how to deal with safety issues and more.

**Understanding and Framing the Claim: Including Amendment and Consolidation of Issues** (Sessions 7H & 8H)

In this workshop, the participant will learn how to avoid fragmenting a claim; how to identify a discreet act, how to distinguish it from a hostile work environment, and how to distinguish when new events are like or related to a pending claim. Additionally, the participant will get hands-on practice identifying claims in formal complaints.

**Union Participation in Federal Sector EEO Process** (Session 8A)

## ADVANCED MEDIATION AND NEGOTIATION SKILLS TRAINING

**Dealing with Conflict** (Session 1J)

Understanding available conflict handling styles. Testing your individual style of conflict management. Do you rely on one style too much or too little?

**Pre-Negotiation Preparation and Practices** (Session 2J)

What is the most effective way to prepare for a negotiation? Practical tips for negotiating a better deal.

**Why Can't all Cases Settle?** (Session 3J)

Fundamental sense of fairness must be considered in negotiating! Economic theory vs. game theory during negotiations. Flawed processes or procedures?

**Negotiation Styles and Tactics** (Session 4J)

Should you adjust your negotiation style from negotiation to negotiation? What tactics work and do not work?

**Ethical Considerations in Mediation**

(Session 5J)

Ethical considerations during negotiation and mediation. CLE credit.

**Overcoming Subtle Bias During the Negotiation Process** (Session 6J)

How does the negotiator's or mediator's unknown bias impact negotiations?

**Interest-Based and Nontraditional Group Problem Solving** (Session 7J)

Conflict is a group problem that can be solved best by members of the group.

**Mock Negotiations** (Session 8J)

Under simulated conditions, how good a negotiator are you? What basic assumptions did you make while negotiating?

**Closing the Deal, Facilitated Open Discussion on Advanced Mediation Techniques that Work, Sometimes?**

(Session 9B)

This session will focus on closing a successful or unsuccessful negotiation. Advanced practice tips for turning a failed negotiation into a successful negotiation.

## HEARINGS PREPARATION SKILLS TRAINING

**Hearing Preparation Breakfast Meeting**

Meet the presenters and the Chief Administrative Judge presiding over the sessions. Obtain materials, and discuss preliminary preparations for the training course.

**Discovery Practice** (Session 1G)

Learn how to examine the appropriate areas needed for discovery and the proper motions to file to obtain documents. Conduct examination of witnesses through discovery depositions and interrogatories.

**Hearings Prep I** (Session 2I)

Obtain suggestions and leading practices from Administrative Judges on strategies in preparing and presenting a case at the EEOC.

**Decision Without a Hearing** (Session 3C)

Learn the appropriate standards for moving to a decision without a hearing 29 C.F.R. Part 1614. What is the Administrative Judge looking for in a motion? Learn about 15-Day Notices issued by the EEOC on adjudicating this motion. What are the clues the Administrative Judge is sending out in his/her 15-Day notice?

**Hearings Prep II** (Session 4I)

Obtain suggestions and leading practices from Administrative Judges on strategies in preparing and presenting a case at the EEOC.

**Settlement Techniques** (Session 5H)

Learn and discuss the leading practices in settling an EEO complaint from the point of view of the agency, complainant and Administrative Judge. Find out which settlement procedures are used and what works in the various EEOC District Offices.

**Examination of Witnesses** (Session 7E)

Learn to prepare your witnesses for an EEOC Hearing. Which witnesses are necessary? How do you move to strike an opponent's witness or entire witness list?

**Mock Hearing** (Session 8I)

Under simulated conditions, the registered participants in the hearings preparation track will present different aspects of their case at a hearing before an EEOC Administrative Judge.



# 2006 EXCEL Registration Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Agency: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

In order to attend EXCEL, do you require a **reasonable accommodation** due to a disability? ☐ Yes ☐ No

Describe the accommodation \_\_\_\_\_

Do you require a special **diet**? ☐ Yes ☐ No

**AMOUNT OF PAYMENT:** (check the amount of payment) (**You MUST Select your Workshop Sessions on Page 2**)

\*Reduced price available for on-line registration prior to June 23 or when check payment is received by June 23.

**Conference Only** ☐ \$995 or ☐ \$975 Reduced Price\*

**Conference and Hearings Preparation Track** ☐ \$1095 or ☐ \$1075 Reduced Price\*

**Advanced Mediation and Negotiation Track** ☐ \$1065 or ☐ \$1045 Reduced Price\*

**METHOD OF PAYMENT** (check the payment method)

☐ **Check payment to the EEOC Training Institute**

☐ **Credit Card** (choose the credit card used: ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover)

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Email Address of Cardholder \_\_\_\_\_

☐ **Federal Government Purchase Order** 8-digit Agency Location Code (Required) \_\_\_\_\_

☐ **State and Local Government Purchase Order** Email address for Invoice \_\_\_\_\_

Have you previously attended an EEOC sponsored seminar, course or conference in the past 4 years? ☐ Yes ☐ No

# of employees at your facility? ☐ Under 50 ☐ 50-99 ☐ 100-249 ☐ 250-499 ☐ 500-999

☐ 1,000-1,999 ☐ 2,000+

Your Organization's Business or Industry Type: ☐ Federal Government ☐ State/Local Government

☐ Other (specify) \_\_\_\_\_

How did you hear about this seminar: ☐ Brochure ☐ Email ☐ Website/Internet ☐ Newspaper Ad

☐ Colleague ☐ EEOC Event ☐ Professional Organization ☐ SHRM ☐ Other

Your Position Category: ☐ Attorney ☐ ADR/Mediator ☐ EEO Director, Manager, Supervisor  
☐ EEO Investigator, Counselor, Staff ☐ HR Staff ☐ HR Director, Manager, Supervisor  
☐ Other Director, Manager, Supervisor ☐ Union Representative ☐ President, CEO, Owner  
☐ Other (specify) \_\_\_\_\_

## WORKSHOP SELECTIONS

**Select one workshop per session.** For a description of each session, see the conference agenda. **Hearings Preparation or Advanced Mediation and Negotiation attendees should not select any sessions (see below).**

Session 1 - Monday 1:30 PM - 3:00 PM	A	B	C	D	E	F	G	H	I	
Session 2 - Monday 3:30 PM - 5:00 PM	A	B	C	D	E	F	G	H		
Session 3 - Tuesday 1:30 PM - 3:00 PM	A	B	C	D	E	F	G	H	I	
Session 4 - Tuesday 3:30 PM - 5:00 PM	A	B	C	D	E	F	G	H		J
Session 5 - Wednesday 8:30 AM - 10:00 AM	A	B	C	D	E	F	G	H	I	J
Session 6 - Wednesday 10:30 AM - 12:00 PM	A	B	C	D	E	F	G	H	I	
Session 7 - Wednesday 1:30 PM - 3:00 PM	A	B	C	D	E	F	G	H	I	
Session 8 - Wednesday 3:30 PM - 5:00 PM	A	B	C	D	E	F	G	H	I	
Session 9 - Thursday 8:30 AM - 12:00 PM	A	< ONLY SELECT IF ATTENDING THIS SESSION								

☐ **Check here, if interested in attending the Hearings Preparation Track.**

This class is limited to 32 participants. For acceptance into the Hearings Preparation Track, you must be an individual who represents agencies or complainants in EEOC hearings. Preference is given to registrants who are Attorneys, Representatives at EEOC Hearings, Human Resources Officials and Union Officials. Upon receipt, the Hearings Preparation Coordinator will review your request. **Registrants must be approved prior to registering for this track.** If approved, you will receive a separate confirmation letter, which confirms your enrollment into the Hearings Preparation Track. To expedite registration at the conference, please bring a copy of your confirmation letter, which approves your enrollment into the track. Registrants **are required** to attend all of the workshops listed on the Agenda for Hearings Preparation Skills Training. **Do not** make any workshop selections.

There is an **additional fee** of \$100 for this track.

☐ **Check here, to register for the Advanced Mediation and Negotiation Skills Track.**

The class is limited to 40 participants maximum. Attendees should have completed at least one basic mediation course and participated in at least five mediations **or** have significant experience negotiating resolution of employment related disputes. This class will be filled on a first-come first-serve basis. You will receive a separate confirmation letter, which confirms your enrollment into the Advanced Mediation and Negotiation Skills Track. To expedite registration at the conference, please bring a copy of your confirmation letter, which approves your enrollment into the track. Registrants **are required** to attend all of the workshops listed on the Agenda for Advanced Mediation and Negotiation Skills Training. **Do not** make any workshop selections.

There is an **additional fee** of \$70 for this track.